

DDA 83-0311/24

24 MAY 1983

45-8

MEMORANDUM FOR: Chief, Building Planning Staff, OL

FROM: James H. McDonald
Associate Deputy Director for Administration


SUBJECT: Agency Physical Fitness Requirements

1. Attached herewith is a copy of a recent memorandum submitted to the Executive Director by the Director of Personnel regarding the physical fitness requirements of the Agency. You will note that there is detailed rationale which sustains the need for physical fitness facilities to support the official mission of the Agency.

2. In view of the attached, you should provide for a 5,000 square foot physical fitness room in the new building with separate shower facilities for men and women as well as an indoor running track, if at all feasible, similar to that which currently exists in this building.

3. You should also explore the possibility of converting one of the loading docks into handball/squash courts. This would be accomplished after the new loading docks are constructed.

4. After the construction of the new building is completed along with the parking areas and the grading of the entire area is finished, we will consider the possibility of establishing a Parcourse.


James H. McDonald

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Attachment
DDA 83-0311/21

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83-0311/21

13 MAY 1993

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director for Administration
Director of Medical Services

FROM: James N. Glerum
Director of Personnel

SUBJECT: Agency Physical Fitness Requirements

1. In recent months, we have reviewed a proposal to include a physical fitness center in the new building. During the course of the review, we have examined the physical fitness requirements for Agency personnel. Based upon that examination, I have determined that many Agency positions require personnel to maintain a high level of physical fitness to enable such personnel to perform their official duties, furthermore, existing fitness facilities are inadequate to allow such personnel to maintain the required level of physical conditioning.

2. In our review, we have examined the Factor Evaluation System (FES) insofar as it relates to determining the physical requirements of Agency positions. The FES system is a means by which PMCD evaluates nine factors that must be addressed in Agency position descriptions. One of the nine factors measured under FES is "physical demands." However, because this factor normally is the least significant of the nine factors used to determine position grade levels, position descriptions do not adequately address the full physical activity for Agency positions. For instance, a position may require significant amounts of physical activity, but because this one factor does not carry significant enough weight to add a grade to a position, the position description may not describe all of the physical activity inherent in that position.

3. Although position descriptions may not describe in full the nature of the physical activity required there are many positions which require that personnel filling these positions maintain a high level of physical fitness. Pursuant to my duties as Director of Personnel in the CIA, and after consulting with appropriate line managers and medical personnel, I have concluded that certain Agency positions require a high level of physical fitness: including positions which have paramilitary responsibilities; positions requiring operational training, including Career Trainees; positions which require the employee to be qualified for TDY standby; and positions on the DCI protective staff. Persons in each of these categories are required to maintain a high level of physical fitness. In the absence of such levels of physical fitness, the ability of these employees to perform their assigned duties could be seriously impaired.

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4. Persons engaged in paramilitary activities are required to perform activities similar to those performed by members of the U.S. Armed Forces, but very often under conditions which are even more adverse than those experienced by all but a very few of the elite combat forces. These activities can include [redacted] Such activities can be undertaken only by persons who are in peak physical condition.

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5. Persons who are engaged in operational training, including Career Trainees, similarly require a high level of physical fitness because such persons are required to be cross-trained in a wide variety of disciplines, often including paramilitary activities. The ability to perform a wide variety of operational activities requires that training be extremely rigorous and involve situations which, while not commonly experienced by all operational personnel, could require prolonged physical exertion at short notice. For [redacted] activity. Clearly, a high level of physical fitness is necessary to enable operational personnel to effectively perform such duties.

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6. Persons who are on TDY standby must be available at a moment's notice to go to the four corners of the world. The Agency's travel requirements, particularly TDY travel requirements, are often of an emergency nature and can be in a wide variety of climates and terrains, often with limited available medical facilities. [redacted]

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[redacted] Obviously, these employees must be in top physical shape in order to carry out the diverse missions on which they are sent.

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7. Persons assigned to the DCI protective staff, similar to members of the U.S. Secret Service, must be physically equipped to meet a wide array of possible threats to the life of the Director and Deputy Director. They must operate under enormous pressure for long periods of time at the utmost levels of alertness and vigilance. To sustain the strains involved, and to instantly react to threats in an effective and measured way requires personnel in peak physical condition.

8. In summary, personnel filling the positions described above must maintain a high level of physical fitness at all times to effectively perform their official duties. I have determined that fitness facilities currently available at Headquarters are inadequate to allow these personnel to maintain the required level of physical conditioning. Existing facilities are extremely overcrowded, making it inconvenient if not impossible for employees to rely in any great measure on the use of these facilities to remain physically fit. Therefore, I have concluded that physical fitness facilities should be constructed in the new building. The number of CIA jobs requiring high levels of physical conditions provides a more than sufficient basis to support construction of such facilities.

9. This issue has been discussed in detail with the DDA and he is prepared to assume responsibility for the physical fitness facilities within the Office of Medical Services.

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[redacted]
/James N. Glerum

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SUBJECT: Agency Physical Fitness Requirements

CONCUR:



Deputy Director for Administration

5/19/83
Date

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